



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY GARRISON VICENZA
UNIT 31401, BOX 80
APO AE 09630

IMEU-VIC-EEO

SEP 16 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison Vicenza Policy Memorandum 06-23, Equal Employment Opportunity (EEO)

1. References

- a. AR 690-12, EEO and Affirmative Action, 4 March 1988
- b. AR 690-600, Equal Employment Opportunity Discrimination Complaints, 9 February 2004
- c. EEOC Management Directive 715, Affirmative Employment and Affirmative Action programs, 1 October 2003

2. Equal Employment Opportunity is an essential part of the DA mission and a necessary element in good management. We achieve our mission through our most precious resource – people. We must manage our personnel resources to realize their full potential and provide an environment that allows full self-actualization of professional aspirations. Leaders must ensure that employment decisions are based solely on merit-based factors to foster an environment of mutual respect, dignity, and fair treatment. Decisions based on unlawful discriminatory factors destroy teamwork and impede mission accomplishment.

3. I fully support and promote the principles of EEO and I expect leaders who manage and supervise U.S. civilian employees to integrate these principles into daily management and employee relations. Non-supervisory personnel are also expected to be active participants in creating harmonious and respectful work environments.

4. Allegations of discrimination will be dealt with fairly and promptly. Employees and supervisors must work together to resolve conflict at the earliest stages rather than having the matter escalate into a formal administrative forum. Employees may, however, take their complaints directly to the EEO office instead of taking them to their chain of command. Complaints of discrimination based on race, color, religion, sex, national origin, age, disability, or reprisal must be brought to the attention of the EEO Office within 45 calendar days after the date the alleged discriminatory act occurred, the effective date of a personnel action that is the

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subject of the complaint or the time that the complainant became aware or reasonably should have become aware of the alleged discriminatory action. Failure to contact the EEO Office in a timely manner may result in the complaint being dismissed.

5. Other tenets of our EEO Program are affirmative employment and alternative dispute resolution (ADR).

a. Affirmative employment involves finding ways to build a diverse workforce that represents our nation's civilian labor force. Leaders should be aware of, and take steps to eliminate, situations in which individuals with disabilities, minorities, and women are underrepresented in the workforce.

b. Alternative dispute resolution is a voluntary process used to address general workplace disputes, including discrimination complaints. It does not interfere with the ability to use existing statutory or regulatory means of addressing workplace employment problems if the parties are unable to resolve the matter through ADR. Your continuing awareness and dedication are vital to ensuring that all employees reach their full potential in an atmosphere of cooperation rather than conflict.

6. The POC for this policy is the Equal Opportunity Office at 634-7976.



VIRGIL S.L. WILLIAMS
COL, QM
Commanding

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